



ADMINISTRATION AND  
MANAGEMENT

OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT  
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter and Membership Balance Plan Consultation – *Army Education Advisory Committee*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *Army Education Advisory Committee* (attached). The Committee will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the Committee's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectively requests that the Committee Management Secretariat review and approve the proposed charter and membership balance plan (attached). Both documents has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Betty Mosher at 703-697-4555.

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James D. Freeman II  
Advisory Committee Management  
Officer for the Department of Defense

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Date: 2014.07.18 15:25:40 -0400

Attachments  
Proposed Charter  
Proposed Membership Balance Plan

CHARTER  
ARMY EDUCATION ADVISORY COMMITTEE

1. Committee's Official Designation: The committee shall be known as the Army Education Advisory Committee ("the Committee").
2. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Committee.
3. Objectives and Scope of Activities: The Committee shall provide independent advice and recommendations on matters relating to U.S. Army educational matters, as set out in (4) below.
4. Description of Duties: The Committee will focus on matters pertaining to the educational, doctrinal, and research policies and activities of the U.S. Army's educational programs, to include the U.S. Army's joint professional military education programs. The Committee will assess and provide independent advice and recommendations across the spectrum of educational policies, school curricula, educational philosophy and objectives, program effectiveness, facilities, staff and faculty, instructional methods, and other aspects of the organization and management of these programs. In addition, the Committee shall provide independent advice and recommendations on matters pertaining to the Army Historical Program and the roles and missions of the U.S. Army Center of Military History, particularly as they pertain to the study and use of military history in Army schools.
5. Agency or Official to Whom the Committee Reports: The Committee shall report to the Secretary of Defense, through the Secretary of the Army and the Chief of Staff of the U.S. Army. The Secretary of the Army, pursuant to Department of Defense (DoD) policy, may act upon the Committee's advice and recommendations.
6. Support: The Department of Defense (DoD), through the Department of the Army and United States Army Training and Doctrine Command (TRADOC), shall provide support, as deemed necessary, for the performance of the Committee's functions, and shall ensure compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meeting, and contract support, is approximately \$400,000.00 and 2.7 full-time equivalents (FTE).
8. Designated Federal Officer (DFO): The Committee's Designated Federal Officer (DFO) shall be a full-time or permanent part-time DoD employee who shall be appointed in accordance with governing DoD policies and procedures.



The Committee's DFO is required to be in attendance at all meetings of the Committee and any of its subcommittees for the entire duration of each and every meeting. However, in the absence of the Committee's DFO, a properly approved Alternate DFO, duly appointed to the Committee according to established DoD policies and procedures, shall attend the entire duration of all meetings of the Committee and its subcommittees.

The DFO, or Alternate DFO, shall call all meetings of the Committee and its subcommittees; prepare and approve all meeting agendas; and adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Committee shall meet at the call of the Committee's DFO, in consultation with the Chair. The estimated number of Committee meetings is two per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Committee shall terminate upon completion of its mission or two years from the date this charter is filed, whichever is sooner, unless the Secretary of Defense or designee renews it.
12. Membership and Designation: The Committee shall be composed of not more than 15 members, The Chief Historian of the Army, U.S. Army, Center of Military History and 13 of whom are eminent authorities in the fields of defense, management, leadership, and academia, some whom are deemed to be historical scholars. In addition, the Assistant Deputy Chief of Staff, G-3/5/7 for TRADOC shall serve as a non-voting member of the Committee, counting towards the total membership. Committee members shall be appointed by the Secretary of Defense and shall be renewed by the Secretary of Defense on an annual basis.

Committee members shall serve a term of one-to-four years, but no member may serve more than two consecutive terms of service without approval from the Secretary of Defense or the Deputy Secretary of Defense.

Committee members appointed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109, to serve as special government employee (SGE) members. Those individuals serving on the Committee who are full-time or permanent part-time Federal employees shall be appointed to serve as regular government employee (RGE) members pursuant to 41 C.F.R. § 102-3.130(a).

The Secretary of the Army is delegated the authority to appoint the Chair and Vice Chair of the Committee for a three-year period with annual renewals, not to exceed the member's approved term of service, from among the approved Committee membership. The Secretary of the Army may re-delegate this authority in writing.

The Secretary of the Army, pursuant to DoD policies and procedures, may appoint non-voting subject matter experts to assist the Committee or its subcommittees on an ad-hoc basis. These non-voting subject matter experts are not members of the Committee or its subcommittees, will not engage or participate in any deliberations by the Board or its subcommittees, and do not have the ability to vote as members of the Board or its subcommittees. These non-voting subject matter experts, if not full-time or permanent part-time Federal employees, will be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGEs, whose appointments must be renewed on an annual basis. With the exception of reimbursement for official Committee-related travel and per diem, Committee members and any non-voting subject matter experts shall serve without compensation.

13. Subcommittees: The DoD, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, as the DoD Sponsor.

Such subcommittees shall not work independently of the Committee and shall report all of their recommendations and advice solely to the Committee for full and open deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Committee. No subcommittee or any of its members can update or report, verbally or in writing, on behalf of the Committee, directly to the DoD or any Federal officer or employee.

The Committee shall establish and maintain four permanent subcommittees as described immediately below.

- a. The United States Army War College Board of Visitors subcommittee shall be comprised of no more than 12 members who are eminent authorities in the fields of defense, management, leadership, and academia, and shall focus primarily on the United States Army War College. The estimated number of meetings is 2 per year.
- b. The Command and General Staff College Board of Visitors subcommittee shall be comprised of no more than 12 members who are eminent authorities in the fields of defense, management, leadership, and academia, and shall focus primarily on the Command and General Staff College. The estimated number of meetings is 1 per year.
- c. The Defense Language Institute Foreign Language Center Board of Visitors shall be comprised of no more than 12 members who are eminent authorities in the fields of defense, management, leadership, and academia, and shall focus primarily on the Defense Language Institute Foreign Language Center. The estimated number of meetings is 2 per year.



- d. The Department of the Army Historical Advisory Subcommittee shall be comprised of no more than 12 members: six members from academia who are deemed to be historical scholars, and six members appointed, *ex officio*, as RGE members. The six *ex officio* members are: the Dean of the Academic Board, U.S. Military Academy, Deputy Commanding General, U.S. Army Training and Doctrine Command; Deputy Commandant, U.S. Army War College; Deputy Commandant, U.S. Army Command and General Staff College; Deputy Administrative Assistant to the Secretary of the Army; and Chief Historian of the Army, U.S. Army, Center of Military History.

The primary focus of the subcommittee is to provide, through the parent committee, the the Chief of Staff of the Army, and the Secretary of the Army with advice and counsel regarding: (1) the conformity of the Army's historical work and methods with professional standards, (2) ways to increase cooperation between the historical and military professions in advancing the purpose of the Army Historical Program, (3) approval of the annual Army Historical Program report, and (4) the furtherance of the mission of the U.S. Army Center of Military History to promote the study and use of military history in both civilian and military schools. The estimated number of meetings is 1 per year..

Subcommittee members, if not full-time or permanent part-time Federal employees, will be appointed as experts or consultants, pursuant to 5 U.S.C. § 3109, to serve as SGE members, whose appointments must be renewed on an annual basis. Those individuals serving on a subcommittee who are full-time or permanent part-time Federal employees shall be appointed to serve as RGE members, pursuant to 41 C.F.R. § 102-3.130(a). With the exception of reimbursement of official travel and per diem related to the Committee or its subcommittees, subcommittee members shall serve without compensation.

The Secretary of Defense or the Deputy Secretary of Defense shall appoint subcommittee members to a term of service of one-to-four years, even if the member in question is a member of the Committee. Subcommittee members shall not serve more than two consecutive terms of service unless authorized by the Secretary of Defense or the Deputy Secretary of Defense. Subcommittee members who are *ex officio* RGE members are appointed by the Secretary of Defense or the Deputy Secretary of Defense, and the incumbent who serves in that *ex officio* position is a member of the subcommittee until such time as the Secretary of Defense changes the *ex officio* RGE member appointment.

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Committee and its subcommittees shall be handled according to section 2, General Records Schedule 26 and governing DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552).
15. Filing Date:

Membership Balance Plan  
Army Education Advisory Committee

**Agency:** Department of Defense

1. **Authority:** The Secretary of Defense, in accordance with the provisions of the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Army Education Advisory Committee ("the Committee").
2. **Mission/Function:** The Committee will focus on matters pertaining to the educational, doctrinal, and research policies and activities of the U.S. Army's educational programs, to include the U.S. Army's joint professional military education programs. The Committee will assess and provide independent advice and recommendations across the spectrum of educational policies, school curricula, educational philosophy and objectives, program effectiveness, facilities, staff and faculty, instructional methods, and other aspects of the organization and management of these programs. In addition, the Committee shall provide independent advice and recommendations on matters pertaining to the Army Historical Program and the roles and missions of the U.S. Army Center of Military History, particularly as they pertain to the study and use of military history in Army schools.
3. **Points of View:** The Committee shall be composed of not more than 15 members, The Chief Historian of the Army, U.S. Army, Center of Military History and 13 of whom are who are eminent authorities in the fields of defense, management, leadership, and academia, some whom are deemed to be historical scholars. In addition, the Assistant Deputy Chief of Staff, G -3/5/7 for TRADOC shall serve as a non-voting member of the Committee, counting towards the total membership.. Membership shall be fairly balanced in terms of points of view represented and the functions to be performed by the Committee.

The Department of Defense (DoD), in selecting potential candidates for the Committee, reviews the educational, experiential, and professional credentials of individuals and bases its selection on this review and the subject matter expected to be handled by the Committee. Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Committee, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest.

The Committee's membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army as the Committee's sponsor. In addition, the Department, unless otherwise required by statute or Presidential directive, does not use representative members on DoD established or supported advisory committees.

Committee members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts or consultants under the authority of 5 U.S.C § 3109 to serve as special government employee (SGE) members. Those individuals who are full-time or permanent part-time Federal employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE)



members. The appointments of Committee members shall be renewed on an annual basis by the Secretary of Defense.

4. **Other Balance Factors:** N/A

5. **Candidate Identification Process:** The Department of the Army, in selecting potential candidates, reviews extensively the educational and professional credentials of all individuals to ensure they are pre-eminent in one or more fields of defense, management, leadership, and academia, some whom are deemed to be historical scholars. Potential candidates may be identified by current Committee members, subcommittee members, and by Army and DoD leadership. The Chief Historian of the Army, U.S. Army, Center of Military History will serve as an *ex officio*, RGE member of the Committee with voting rights and counting towards the total membership.

Potential candidates are assessed by the Executive Director/Designated Federal Officer and the Committee Chair. The list of candidates is narrowed down to attain a balance between experience and qualification credentials, expertise, and the subject matter anticipated to be reviewed by the Committee. Prospective candidates are then reviewed by U.S. Army Training and Doctrine Command (TRADOC) senior leadership and by the Assistant Secretary of the Army for Manpower and Reserve Affairs prior to submission to the Secretary of the Army. The Secretary of the Army evaluates potential candidates to ensure the Committee achieves a balance between education, profession, and overall expertise necessary and appropriate for tasks before the Committee.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Committee's charter and membership balance plan. Concurrently, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members. The Secretary of the Army then formally nominates the potential candidates to the Secretary of Defense for approval. Pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

The Secretary of Defense or the Deputy Secretary of Defense may approve the appointment of Committee members for a term of one-to-four years, but no member may serve more than two consecutive terms of service without approval from the Secretary of Defense or the Deputy Secretary of Defense. The same term of service limitations also apply to any DoD authorized subcommittees.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

6. **Subcommittee Balance:** The Department, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Committee.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members, and these individuals may come from the parent committee or may be new nominees, as recommended by the Committee's sponsor and based upon the matters under consideration.

The Committee currently has four permanent subcommittees: the United States Army War College Board of Visitors, the Command and General Staff College Board of Visitors, the Defense Language Institute Foreign Language Center Board of Visitors, and the Department of the Army Historical Advisory Subcommittee.

The members of the United States Army War College Board of Visitors, the Command and General Staff College Board of Visitors, and the Defense Language Institute Foreign Language Center Board of Visitors subcommittees shall be comprised of eminent authorities in the fields of defense, management, leadership, and academia. The members of the Department of the Army Historical Advisory Subcommittee shall be comprised of eminent authorities in the field of academia who are deemed to be historical scholars, and the following ex officio RGE members:

1. Dean of the Academic Board, U.S. Military Academy
  2. Deputy Commanding General, U.S. Army Training and Doctrine Command
  3. Deputy Commandant, U.S. Army War College
  4. Deputy Commandant, U.S. Army Command and General Staff College
  5. Deputy Administrative Assistant to the Secretary of the Army
  6. Chief Historian of the Army, U.S. Army, Center of Military History
7. **Other:** As nominees are considered for appointment to the Committee, the DoD adheres to the Office of Management and Budget's Final Guidance on Appointment of Lobbyists to Federal Boards and Commissions (76 FR 61756; October 5, 2011) and the rules and regulations issued by the Office of Government Ethics.
8. **Prepared:**